Email Privacy Notice

Who we are

Dinnington St John's Town Council is the data controller for the personal information you provide to us by email. If you have any questions about this notice or how we use your personal data, please contact the Clerk to the Council.

What information we collect

When you contact us by email, we may collect and process information such as your name, address, email address, telephone number, organisation, and any other information you choose to provide in your message or attachment.

Why we use your information

- respond to your correspondence;
- provide information you have requested;
- deal with enquiries, complaints, and requests for services;
- manage and maintain our records; and
- carry out our public functions and legal obligations.

Lawful basis for processing

We process personal data under Article 6 of the UK GDPR where one or more of the following applies:

- consent – where you have given us clear consent for a specific purpose;
- legal obligation – where processing is necessary for us to comply with the law; and/or
- public task – where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Where special category data or criminal offence data is involved, we will only process it where a lawful condition applies under the UK GDPR and the Data Protection Act 2018.

Who we share your information with

We will not sell your personal information. We may share information where necessary with trusted service providers, such as our IT support or email systems provider, and with other organisations where required by law or where it is necessary to respond to your enquiry. We only share the minimum information needed.

How we keep your information secure

We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse, alteration, or disclosure. Copies of relevant policies may be requested from the Council.

How long we keep your information

We will keep your data only for as long as is necessary for the purpose for which it was collected, or as required by law. Once it is no longer needed, it will be securely deleted or destroyed.

Your data protection rights

Depending on the circumstances, you may have the right to:

- access the personal data we hold about you;
- request correction of inaccurate or incomplete information;
- request erasure of your data;
- object to processing;
- request restriction of processing; and
- withdraw consent where consent is the lawful basis relied upon.

To exercise any of these rights, please contact the Clerk to the Council.

Children

We do not normally intend to collect information about children through general email correspondence. If we do process a child's personal data, we will do so in accordance with data protection law and, where required, obtain appropriate consent or other lawful authority.

Complaints

If you are unhappy with how we have handled your personal information, please contact the Clerk to the Council in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Website: ico.org.uk

Telephone: 0303 123 1113

Contact details

Clerk to the Council

Dinnington St John's Town Council

Email: Clerk@dinningtonstjohns-tc.gov.uk

Telephone: 01909 564169

Address: 64, Laughton Road, Dinnington, Sheffield, S25 2PS

Summary

In summary, we only collect and use the personal information needed to deal with your enquiry, provide services, and meet our legal responsibilities. We keep it secure, do not use automated decision-making or profiling, and only keep information for as long as necessary.

Adopted date: 12/10/2026
Minute reference: 98/27 C
Review cycle: Every 2 years
Next review date: October 2028